

**CALIFORNIA HIGH-SPEED RAIL AUTHORITY  
DUTY STATEMENT**

**PARF #46-9-083**

<b>CLASSIFICATION TITLE</b> Office Technician	<b>OFFICE/BRANCH</b> Administration/Administrative Services/Human Resources Section	<b>LOCATION</b> Sacramento
<b>WORKING TITLE</b> Human Resources Technician	<b>POSITION NUMBER</b> 311-001-1138-001	<b>EFFECTIVE DATE</b> 02/19/19

**GENERAL STATEMENT:**

Under general direction of the California High-Speed Rail Authority's (Authority) Staff Services Manager I, the Office Technician is responsible for completing a variety of administrative tasks and projects related to the Human Resources Section (HR Section). This position requires that the incumbent interprets and applies laws, rules and procedures from available reference manuals and other related sources of requirements issued by the Department of Human Resources (CalHR), State Personnel Board (SPB), State Controller's Office and other state and federal laws, rules and procedures. The Office Technician performs a variety of duties and is expected to consistently exercise a high degree of initiative, independence and originality in performing assigned tasks. In order to provide general clerical support to the HR Section, the incumbent will use a computer with Microsoft Office (MS) software (e.g. Word, Excel, and Outlook), in accordance with the Authority's established office guidelines.

**TYPICAL DUTIES:**

Percentage      Job Description  
Essential (E)/Marginal (M)

- |         |   |
|---------|---|
| 35% (E) | <ul style="list-style-type: none"><li>• Performs a full range of difficult clerical work in the HR Section as required.</li><li>• Performs all required HR Section reception tasks which include but are not limited to: answering the Human Resources (HR) phone-line, answering the front desk window, and permitting entry for non-HR employees.</li><li>• Develops, edits and maintains the Status Report, which includes tracking the receipt of Authority employee probation dates, Individual Development Plans, Performance Appraisal Summaries, duty statements, expectation memos, and incompatible activities statements.</li><li>• Creates and routes Access Forms through Salesforce to obtain required approvals for Authority onboarding employees, working collaboratively with management and the Information Technology Office.</li><li>• Makes photocopies, scans documents and prints HR materials.</li><li>• Develops, edits and maintains various types of HR forms; including alpha roster, phone lists, tracking logs and other personnel lists as needed and as requested by HR staff.</li></ul> |
| 25% (E) | <ul style="list-style-type: none"><li>• May serve as back up in assisting new and current staff with personnel and attendance related matters.</li><li>• Provides staff with information, brochures and forms required for processing and ensures all guidelines are met.</li></ul>   |

- 20% (E)
  - Schedules interviews in Outlook and/or via phone; prepares interview packages and mails correspondence accordingly.
  - Maintains employee Official Personnel Files by organizing and filing the appropriate documentation, such as benefit forms, probation reports and training certificates.
  - Periodically inventories supplies and coordinates with Business Services Unit to complete supply orders via the Hot Sheet form in order to maintain adequate levels of supplies for the section.
  - Maintain the file room by keeping it neat and organized.
  - Update the HR bulletin board with new or updated forms, job postings, and posters.
- 15% (E)
  - Check the HR lockboxes on each floor for confidential documentation provided by employees.
  - Receives, opens, date stamps, logs and distributes HR mail daily.
- 5% (E)
  - Prepares Retirement and 25-year State Service award purchase orders to be submitted to the Contracts & Procurement Branch for processing.
  - Prepares requests for retirement resolutions for Secretary of State.
  - Print postage for outgoing mail as needed.

### **KNOWLEDGE AND ABILITIES:**

Knowledge of: Modern office methods, supplies and equipment; business English and correspondence; principles of effective training.

Ability to: Perform difficult clerical work, including ability to spell correctly; use good English; make arithmetical computations; operate various office machines; follow oral and written directions; evaluate situations accurately and take effective action; read and write English at a level required for successful job performance; make clear and comprehensive reports and keep difficult records; meet and deal tactfully with the public; apply specific laws, rules and office policies and procedures; prepare correspondence independently utilizing a wide knowledge of vocabulary, grammar and spelling; communicate effectively; provide functional guidance.

### **SPECIAL REQUIREMENT**

- A demonstrated interest in assuming increasing responsibility.
- Education equivalent to completion of the twelfth grade.

### **DESIRABLE QUALIFICATIONS:**

- Organization skills, set priorities and work independently with minimum of supervision.
- Ability to work well with a team or independently.
- Ability to exercise good judgment, tact and discretion in handling personnel-related issues.
- Knowledge of principles and practices of personnel administration and human resource management.
- Ability to interpret personnel resource material such as SPB and CalHR rules, Government Codes and Bargaining Unit Contracts.
- Knowledge of modern office methods and equipment, including experience with personal computers utilizing MS Outlook, Word and Excel.
- Ability to effectively communicate orally and in writing.

- Ability to exercise a high degree of initiative and independence in performing assigned tasks with accuracy and meet deadlines.
- Ability to organize and prioritize workload priorities and work under pressure.
- Ability to reason well and use good judgment.
- Experience in writing memos.
- Experience in performing personnel related research.
- Dependable and punctual.
- Experience working with sensitive and confidential documents.

**CONSEQUENCE OF ERROR/RESPONSIBILITY FOR DECISIONS:**

Errors may have a significant impact on the internal and external operations of the Authority. The incumbent should exercise a high degree of initiative and independent judgment in regularly performing the most difficult duties and be able to maintain confidentiality of sensitive personnel related work.

**PHYSICAL, MENTAL, AND EMOTIONAL ABILITIES:**

Employees may be required to sit for long periods of time using a keyboard and video display terminal. The position requires the ability to multi-task, adapt to changes in priorities and ensure completion of tasks or projects given short notice, develop new insights into situations, foster a work environment that encourages creative thinking and innovation; to adapt behavior and work methods in response to new information, changing conditions, or unexpected obstacles; must be able to develop and maintain cooperative working relationships; and demonstrate a sense of responsibility and commitment to public service.

**WORK ENVIRONMENT:**

- Requires ability to effectively handle stress, deadlines and changing priorities in a fast-paced work environment.
- Frequent use of a personal computer, a variety of software applications and peripherals at a workstation.

I have read, and understand the duties listed above and can perform them either with or without reasonable accommodation. (If you believe you may require reasonable accommodation, please discuss this with your hiring supervisor. If you are unsure whether you require reasonable accommodation, inform the hiring supervisor who will discuss your concerns with the Reasonable Accommodation Coordinator.)

Name of Employee: \_\_\_\_\_

Signature:	Date:
------------	-------

I have discussed the duties with and provided a copy of this duty statement to the employee named above.

Name of Supervisor \_\_\_\_\_

Signature:	Date:
------------	-------